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STORAGE

Camden

04/10/81

CAMDEN COUNTY COLLEGE
BLACKWOOD, NEW JERSEY

AGREEMENT

between

BOARD OF TRUSTEES
OF
CAMDEN COUNTY COLLEGE

Blackwood, NJ 08012

AND

ASSOCIATION OF ADMINISTRATIVE PERSONNEL

LIBRARY
Institute of Management and
Labor Relations

X JULY 1, 1981 - JUNE 30, 1984

NOV 10 1981

RUTGERS UNIVERSITY

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AGREEMENT BETWEEN

2. The Board of Trustees of Camden County College
3. operating under provision of Public Laws of 1968, Chapter
4. 303 of the State of New Jersey as amended by Chapter 123,
5. Public Laws of 1974 of the State of New Jersey, .

AND

7. Camden County College Association of Administrative
8. Personnel at Camden County College.

9. This Agreement entered into this 1st Day of July 1981,
10. by and between the Camden County College, hereinafter called
11. the Board, and the Camden County College Administrative
12. Personnel Association, hereinafter called the Association.

WITNESSETH:

14. Whereas, the Board and the Association recognize and
15. declare that providing quality higher education for the
16. students of this college is their mutual aim and that the
17. character of such education depends upon the quality and
18. morale of the college administration; and,

19. Whereas, the members of the Association are particularly
20. qualified to assist in the development of policies in the
21. areas of their competence for the purpose of making recom-
22. mendations to the Board of Trustees through the Office of
23. the President; and.

24. Whereas, the Board has a statutory obligation, pursuant
25. to Chapter 123, Public Laws of 1974, to negotiate with the
26. Association as the Representative of the college administra-
27. - tion; and,

28. Whereas, the parties have reached certain understandings
29. which they desire to confirm in this Agreement.

30. In consideration of the following mutual covenants,

1. it is hereby agreed as follows:

2. ARTICLE 1 - RECOGNITION

3. A. The Board hereby recognizes the Camden County
4. College Association of Administrative Personnel as the
5. exclusive negotiating representative as defined in New
6. Jersey Public Law of 1974, Chapter 123, for full-time
7. administrators presently employed by the Board.

8. The Camden County College Administrative Association Unit
9. is comprised of all full-time professional employees
10. employed by the Board of Trustees in the following
11. administrative and technical positions:

12. Academic Foundations Technician
13. Animal Science Technician
14. Art Technician
15. Assistant Director of Financial Aid/E.O.F.
16. Program Coordinator
17. Assistant Financial Aid Director/Veterans'
18. Coordinator
19. Assistant in the Business Office
20. Assistant Librarian
21. Assistant Registrar
22. Assistant to the Director of Financial Aid
23. Assistant to the Registrar
24. Athletic Department Technician
25. Audio/Visual Aids Director
26. Audio/Visual - Media Specialist
27. Audio/Visual Technician
28. Bilingual Education Specialist, Special Services
29. Book Store Manager
30. Chemistry/Physics Technician

1. Clinical Coordinator, Dietetic Technician Program
2. Clinical Records Administrator
3. Coordinator, Automotive Technology Program
4. Coordinator, Bilingual Program (Camden Branch)
5. Coordinator, Career Education Institute
6. Coordinator, Cooperative Nursing
7. Coordinator, Dietetic Technician Program
8. Coordinator, Mental Health, Gerontology Options
9. Coordinator, MLT Program
10. Coordinator, Ophthalmic Science/Hearing Science
11. Counselor
12. Counselor, Academic Foundations
13. Counselor, Administrator (Camden Branch)
14. Counselor, Assistant to the E.O.F. Program
Coordinator
15. Counselor, Career Education Institute
16. Counselor, Special Services
17. Counselor, Upward Bound
18. Counselor, Urban Campus
19. Data Processing Department Technician
20. Director of Admissions
21. Director of Data Processing
22. Director of the Day Care Center
23. Director of Financial Aid
24. Director of General Education Development Center
25. Director of Project Trio
26. Director of Student Activities
27. Director of Upward Bound
28. Evening Counselor/Administrator (Camden Branch)
29. Evening/Weekend Administrator

1. Grants Accounting Officer
2. Laser Technician
3. Math Specialist, E.O.F.
4. Mechanical/Automotive Technology Technician
5. Nurse
6. Operator/Scheduler, Data Processing
7. Periodicals Librarian
8. Physical Education Facilities Technician
9. Radiologic Specialist
10. Reading Specialist
11. Reference Librarian
12. Registrar
13. Scheduler/Programmer
14. Study Skills Specialist
15. Teacher, Day Care Center
16. Teacher, Vocational Improvement Program
17. Teacher, Vocational Improvement Program/General Educational Development
18. Writing Specialist
19. B. Any other positions with comparable job responsibilities created during the life of the contract may be added to the bargaining unit contingent upon the mutual agreement of the College and the Association.
20. C. The Board agrees not to negotiate with any unit member listed above or with any organization representing these positions other than the Association for the duration of the Agreement.
21. D. Agency Shop Provision for Non-Members
22. 1. The Union President shall submit to the
23. College Personnel Office a list of names of employees

1. covered by this contract who are not currently dues
2. paying members. The College in compliance with State
3. Law and this Agreement, will deduct from non-union
4. employees in this bargaining unit a representation fee
5. equal to eighty-five percent (85%) of the amount set for
6. union members (this amount will be determined by the
7. Union Treasurer and is to be paid by payroll deduction).

8. 2. It is agreed by the parties to this Agreement
9. that the Board shall have no other obligation or liability,
10. financial or otherwise (other than set forth herein) because
11. of actions arising out of the understandings expressed in
12. the language of the Article. It is further understood that
13. once the funds deducted are remitted to the Union the
14. disposition of such funds thereafter shall be the sole and
15. exclusive obligation and responsibility of the Union.

16. 3. The Union shall indemnify and save the Board
17. (and College) harmless against any and all claims, demands,
18. suits or other forms of liability including reasonable legal
19. and/or representation fees resulting from any of the
20. provisions of this Article or in reliance on any list,
21. notice or assignment furnished under this Article.

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1. ARTICLE 2 - ASSOCIATION AND RIGHTS

2. A. Pursuant to Public Laws of 1974, Chapter 123 of
3. the State of New Jersey, the Board hereby agrees that Unit
4. members shall have the right freely to organize, join and
5. support the Association for the purpose of engaging in
6. collective negotiation over grievances, terms and conditions
7. of employment activities for mutual aid and protection. As
8. a duly appointed body exercising powers granted under the
9. laws of the State of New Jersey, the Board undertakes and
10. agrees that it will not directly or indirectly deprive,
11. discourage, coerce or harass any Association member in the
12. enjoyment of any rights conferred by the Act or other laws
13. of New Jersey or the Constitutions of New Jersey and of the
14. United States, that it will not discriminate against any
15. Unit member with respect to hours, wages or any terms or
16. conditions of employment by reason of his membership in
17. the Association, his participation in any activities of the
18. Association or collective negotiations with the Board or his
19. institution of any grievance, complaint or proceeding under
20. this Agreement.

21. B. Nothing contained herein shall be construed to
22. deny or restrict to any Unit member, rights he may have
23. under the General School laws of the State of New Jersey,
24. or other applicable laws and regulations. The rights
25. granted to Association hereunder shall be deemed to be in
26. addition to those provided elsewhere.

27. C. Duly authorized representatives of the Association
28. shall be permitted to transact official Association business
29. on college property at all reasonable times. Reasonable
30. time shall be defined as that period which does not interfere

1. with the operation of the College or the performance of
2. their regular duties.
3. D. The Association shall have the right to use
4. college facilities and equipment, including typewriters,
5. mimeographing machines, other duplicating equipment,
6. calculating machines, and all types of audio-visual equip-
7. ment at all reasonable times, when such equipment is not
8. otherwise in use. Payments shall be made for any expendable
9. supplies used for Association purposes and the Association
10. shall be liable for damages to any equipment used for said
11. purposes. College secretaries shall not be used for
12. Association business during the normal working hours.
13. E. The Association shall have the right to post
14. notices of its activities and matters of the Association.
15. The Association may use the College mail service and College
16. mail boxes for communications to all of those persons who
17. are concerned.
18. F. Administrators shall be entitled to full rights of
19. citizenship and no religious or political activities of any
20. member or the lack thereof shall be grounds for any discipline
21. or discrimination with respect to the employment of such
22. member. The private and personal life of any Association
23. member is not within the appropriate concern or attention of
24. the Board.
25. G. The provisions of this Agreement and the wages,
26. hours, terms and conditions of employment shall be applied in
27. a manner which is not arbitrary, capricious or discriminatory
28. with regard to race, creed, religion, color, national origin,
29. age, sex or marital status.
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1. ARTICLE 3 - CONDITIONS OF EMPLOYMENT

2. A. Unit Members are responsible for the completion
3. of all tasks assigned to them and are evaluated accordingly.
4. While the normal work hours are 8:30 A.M. to 4:30 P.M. with
5. one (1) hour for lunch and the normal work week is thirty-
6. five (35) hours,* it is recognized that Unit Members are
7. required to perform services that may be beyond that which
8. would normally be accomplished within the usual work week.
9. In such situations, compensatory time may be authorized upon
10. the request of the Unit Member and the approval of his/her
11. immediate supervisor. In all cases, such compensatory time
12. shall be authorized and must be used within sixty (60) days
13. from the date such compensatory time is earned. For any
14. hours above thirty-five (35) per week, those unit members
15. described as Technicians shall receive either payment on,
16. or compensatory time on, a hour for hour basis. Such pay-
17. ment will be in time or money as mutually agreed upon by the
18. employee and his/her immediate supervisor.

19. B. Overload

20. Qualified Association members whose background and
21. experience, as determined by the Dean of the Academic
22. Discipline, the Vice President of Academic and Student
23. Affairs, and the President of the College, qualify them for
24. teaching at the junior college level shall be given
25. consideration for overload teaching. Qualified members of
26. the Association shall also have priority over outside
27. individuals (full-time faculty excluded) for all such
28. positions. Overload positions shall be assigned by the
29. Vice President of Academic and Student Affairs subject to
30. the approval of the College President. No Association

* The normal work hours for the period June 1st through
August 31st shall be 8:30 A.M. to 4:00 P.M. with one (1)
hour for lunch.

1. member shall be assigned more than two overloads per
2. semester.

3. C. Attendance at College Functions

4. Association members attending college functions
5. for which academic attire is required shall have said attire
6. furnished by the college at no charge.

7. D. Transfer

8. 1. Off-campus assignments shall be mutually
9. agreed upon by the Association member involved and the
10. President.

11. 2. Association members who wish to enter the
12. teaching faculty on a full-time basis, shall be permitted to
13. do so upon written request if qualified and vacancies exist.
14. Faculty rank and salary shall be according to the provisions
15. of the faculty contract in effect at that time.

16. E. College Closings

17. If roads and/or weather conditions are deemed unsafe
18. for travel by students and faculty and classes therefore
19. cancelled, this same policy shall apply to offices staffed
20. by Association members.

21. F. Field Trips

22. The College shall provide travel-accident-liability
23. insurance in the amount of \$100,000/\$300,000 whenever an
24. Association member is requested to drive on college business,
25. and also be reimbursed for mileage and other appropriate
26. expenses as per current college policy.

27. G. Safety Liaison Committee

28. The College agrees to appoint a Safety Liaison
29. Committee which will meet at least twice a year to discuss
30. the safety of working conditions. If necessary,

1. the committee will meet on a needs basis other than the two regularly scheduled meetings. There will be equal representation between the Association and the Administration on the committee.
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1. ARTICLE 4 - ADMINISTRATIVE BENEFITS

2. A. Paid Leaves of Absence

3. 1. Annual Vacation

4. a. Association members shall earn one and
5. three-quarters (1-3/4) days paid vacation for each month
6. of service per contract year. An Association member may
7. use his/her earned vacation time during the contract year
8. in which the vacation time was earned or he/she has the
9. option to use his/her vacation time in total or in part in
10. the succeeding year with the understanding of the immediate
11. supervisor and the College President.

12. b. If necessary, Association members may have
13. the period from July 1 to September 1, to use any earned
14. vacation time that was not used prior to the end of the
15. contract year, on June 30. However, after September 1, an
16. Association member will only be able to carry twenty-one (21)
17. days of accumulated vacation time forward into the new
18. contract year.

19. c. Upon request, Association members may be
20. granted additional vacation days without pay with the approval
21. of the President or the Director of Employee Relations.

22. d. Individuals are entitled to accrued vacation
23. leave or payment for same upon termination of employment.

24. e. No later than May 1st of each year, each
25. Association member shall be given an accounting of the number
26. of vacation days he/she shall have available for use.

27. 2. Sick Leave

28. a. Sick Leave is occasioned by the absence of
29. an individual from duty, because of illness, non-work related
30. accident or exposure to contagious disease and is recorded

1. from the first day of absence.
 2. b. Sick Leave shall be earned at the rate of one (1) day for each full calendar month of employment (generally twelve (12) days per contract year). Sick Leave shall be cumulative.
 3. 3. Bereavement
 4. a. Leave not to exceed five (5) days will be allowed for each death in the immediate family. Family shall mean: father, mother, mother-in-law, father-in-law, siblings, wife, husband, children, step-children, grandchildren, grandmother and grandfather.
 5. b. In the event of the death of a member of a family other than those previously listed, an Association member may be entitled to one (1) full day to attend the funeral.
 6. 4. Family Illness
 7. In case of serious illness of a member of the employee's household, determination of eligibility for leave with pay shall be left to the discretion of the President.
 8. 5. Personal Leave
 9. Employees will be granted personal leave with pay not to exceed five (5) days per year, for matters which cannot be cared for in other ways, subject to the approval of the immediate supervisor. The employee requesting personal leave will give at least twenty-four (24) hours advance notification to his/her immediate supervisor. Personal leave days which are not used shall at the end of the year be added to the individual's number of accumulated sick days.
 10. 6. Holidays
 11. The members of the Association shall be excused

1. from work with pay on those days set as college wide
2. holidays. There will be a minimum of twelve (12) such
3. holidays per year.

4. **B. Unpaid Leaves of Absence**

5. **1. Professional Leave**

6. A leave of absence of one (1) year may be
 7. granted by the Board of Trustees to any Association member
 8. upon formal application for the purpose of advanced study
 9. if in the opinion of the Board such study shall benefit the
 10. College as well as the individual. The Board may extend
 11. such leave beyond the one (1) year limit. Upon return from
 12. such leave, an Association member shall be placed at the
 13. same position on the salary schedule on which he/she would
 14. have been placed had he/she worked in the College during
 15. such period.

16. **2. Exchange Teaching and Administrative Service**

17. A leave of absence for one (1) year may be
 18. granted to any Association member by the Board of Trustees
 19. upon application for the purpose of participating in exchange
 20. teaching programs in other states, territories or countries,
 21. or a cultural program related to his professional responsi-
 22. bilities if, in the opinion of the Board, such experience
 23. shall benefit the College as well as the individual. The
 24. Board may extend such leave beyond the one (1) year period.
 25. Upon return from such leave, an Association member shall be
 26. placed at the same position on the salary schedule on which
 27. he/she would have been had he/she served in the College
 28. during such period.

29. **3. Service in Professional Organizations**

30. A leave of absence of up to one (1) year may

1. be granted to any Association member by the Board of
2. Trustees upon application for the purpose of serving as an
3. officer of any professional association or on its staff,
4. if in the opinion of the Board such service shall benefit
5. the College as well as the individual. The Board may
6. extend such leave beyond the one (1) year limit. Upon
7. return from such leave, such Association members shall be
8. placed at the same position on the salary schedule on which
9. they would have been had they served in the College during
10. such period.

11. 4. Maternity Leave

12. a. The Board shall grant maternity leave of
13. absence to a maximum of one (1) year without pay to any
14. Association member upon request in accord with the following
15. provisions:

16. (1) The Association member shall notify
17. the Board within sixty (60) days of medical confirmation of
18. pregnancy of the anticipated date of birth.

19. (2) The Association member shall be allowed
20. to continue normal working activity as long as she is
21. physically able to do so. If the Board believes that her
22. working performance has noticeably declined because of her
23. physical condition or capacity, the Board may remove the
24. Association member from her duties if:

25. (a) The Association member cannot
26. produce a certification from her physician stating she is
27. medically able to continue performing her duties, or

28. (b) The Board's Chief Medical
29. Officer and the Association member's physician agreed that
30. she cannot continue performing her duties or if,

1. (c) following a difference of
2. medical opinion between the Board's Chief Medical Officer
3. and the Association member's physician the Board may request
4. expert consultation in which case the two physicians shall
5. agree in good faith on a third impartial physician who shall
6. examine the association member and whose medical opinion
7. shall be conclusive and binding on the issue of medical
8. capacity to continue working.

9. b. The request for such leave shall include
10. the date when such leave will be expected to conclude. The
11. leave granted will conclude on that date unless in the
12. discretion of the Board an additional reasonable period of
13. time is granted upon the Association member's request for
14. reasons associated with the pregnancy or birth or for other
15. proper cause.

16. c. In the case of termination of pregnancy
17. for any reason other than normal birth, the Association
18. member shall notify the Board of such circumstances and the
19. Board shall honor a request to return earlier than the date
20. originally established upon receipt of medical certification
21. by the Association member's physician of physical fitness to
22. perform her duties.

23. d. Upon request, the Board may extend the
24. leave granted beyond the date originally requested.

25. 5. Admission to Courses

26. Association members are to be granted tuition
27. free entrance for credit or audit to any course offered by
28. the College. Association dependents (including spouse,
29. children) are to be granted tuition-free entrance for credit
30. to any classes for which they meet the course entrance

1. requirements.

2. 6. Graduate Tuition Reimbursement

3. Members of the Association may be reimbursed
4. for tuition and fees up to an amount per credit that doesn't
5. exceed the prevailing rate per graduate credit at Rutgers
6. University. This includes graduate courses and/or their
7. equivalent (e.g. workshops) including summer session starting
8. July 1, 1981. Individuals enrolling in courses that begin
9. in June of 1981, but continue into July would receive
10. reimbursement. The maximum allowable reimbursement will be
11. for twelve (12) credits per year with prior approval required
12. by the President of the College.

13. 7. Professional Improvement and Membership

14. a. Association members shall be permitted to
15. attend at least one (1) annual meeting or convention of their
16. particular area and all state and regional meetings of
17. relative consequence. The Board shall reimburse the Association
18. member for all appropriate expenses incurred as a result
19. of these meetings. The President shall be the final
20. determiner of the suitability of such attendance and reimbursement
21. following initial approval by the Association member's
22. supervisor.

23. b. Any office represented by a member of this
24. Association may apply to the Board of Trustees through the
25. Office of the College President for payment of institutional
26. membership in professional organizations relating specifically
27. to that office making said request. The determination of
28. appropriate organizations shall be made jointly in each
29. instance by the requestor, his immediate supervisor, and
30. the College President. Professional magazines other than

1. those included in institutional memberships as described
2. above shall be secured through the Office of the Library
3. Director. The appropriateness of the magazines and the
4. number of magazines per office shall be determined jointly
5. by the Library Director, the requestor, the requestor's
6. immediate supervisor and the College President.

7. **C. Insurance Programs**

8. 1. The Board shall provide without cost to the
9. Association member full family health care insurance
10. benefits under the New Jersey State Health Benefits Program
11. (New Jersey Blue Shield/Blue Cross, including Rider J and
12. Major Medical). The Board shall provide a prescription
13. plan (\$1.00 per prescription) for each employee, spouse,
14. and the employee's unmarried eligible dependents.
15. 2. Each Association member shall receive the
16. right to prepay his/her own premiums on all insurance to
17. which he/she is entitled prior to, or during any officially
18. approved leave of absence.

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1. ARTICLE 5 - GRIEVANCE PROCEDURE

2. A grievance is a claim or complaint by an Association
3. member, group of Association members, or the Association
4. hereinafter referred to as "Grievant", based upon an event
5. which affects a condition of employment, discipline, or
6. discharge, and/or alleged violation, misrepresentation or
7. misapplication of any provision of this Agreement or any
8. existing rule, order or regulation of the Board of Trustees.
9. In the event that an Association member or a group of
10. Association members, or the Association believe they have a
11. basis for a Grievance, he/she or they shall:

12. 1. First, informally discuss the grievance with the
13. appropriate Dean or immediate supervisor.

14. 2. If as a result of the informal discussion with the
15. Dean, a grievance still exists, the Grievant may invoke the
16. formal grievance procedure on the proper form, signed by the
17. Grievant and the Association. This grievance, in writing,
18. shall be presented to the Vice President of Academic and
19. Student Affairs. The Vice President of Academic and Student
20. Affairs shall, within seven (7) calendar days after receipt
21. of the grievance meet with the grievant and the authorized
22. Association representative in an effort to adjust the matter
23. to the satisfaction of all concerned.

24. The Vice President of Academic and Student Affairs
25. shall make a decision and communicate it in writing to the
26. grievant and the authorized Association representative within
27. seven (7) calendar days after said meeting.

28. 3. Step Two - The decision of the Vice President of
29. Academic and Student Affairs may be appealed in writing to
30. the President of the College or the Director of Employee

1. Relations within seven (7) working days after its receipt by the grievant and the authorized Association representative.
2. The President of the College or the Director of Employee Relations shall within seven (7) calendar days after the receipt of the appeal meet with the grievant and the authorized Association representative in an effort to adjust the matter to the satisfaction of all concerned.
3. The President of the College or the Director of Employee Relations shall within seven (7) working days of said meeting make a decision and communicate it in writing to the grievant and the authorized Association representative.
4. Step Three - Within fifteen (15) calendar days after receipt of the decision of the President of the College or the Director of Employee Relations, an appeal may be made by the grievant and the authorized Association representative to the American Arbitration Association for arbitration under its rules. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or to rely on evidence not previously disclosed to the other party. The arbitration shall have no power to alter, add to or subtract from or modify this Agreement. Both parties agree to be bound by the award of the arbitrator and the decision of the arbitrator shall be final and binding on both parties.
5. The arbitrator's fees and those of the American Arbitration Association shall be shared equally by the Association and the Board but each shall bear its own cost of presenting its case to the arbitrator.
6. A grievance must be filed within thirty (30) calendar days from the date on which the act which is the

1. subject matter of the grievance occurred or thirty (30) calendar days from the date on which grievant should reasonably have known of its occurrence.
2. 6. No reprisals of any kind shall be taken by the Board or the Association against any individual for participating in any grievance.
3. 7. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process.
4. 8. All documents, communications and records dealing with a grievance shall be filed separately from the personnel files of participants.
5. 9. It is agreed that the aggrieved party and the Association shall be furnished with all information in the possession of the Board of Trustees for the processing of any grievance.
6. 10. If a grievant has a grievance which he/she wishes to discuss with the appropriate Dean, he/she is free to do so without recourse to the grievance procedure. However, no grievance shall be adjusted without prior notification to the Association and an opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement. In the administration of the grievance procedure, the interest of the Camden County College Association of Administrative Personnel shall be the sole responsibility of the Association.
7. 11. A grievance may be withdrawn at any level. However, if in the judgment of the Grievance Committee, the grievance affects the welfare of the Camden County College Association of Administrative Personnel, the grievance may be continued to be processed as a grievance of the Association.

1. ARTICLE 6 - CONTRACTS AND DISMISSALS

2. A. Contracts

3. 1. Annual contracts stipulating professional
4. title, salary and placement on salary schedule shall be
5. issued by March 15th. When the Board of Trustees does
6. not intend to reappoint an Association member notice of
7. non-reappointment shall be given in writing not later than
8. March 1st of the first academic year of service and not
9. later than February 1st of the second or succeeding years
10. of service.

11. 2. Said contracts are to be signed and returned
12. to the Board of Trustees no later than April 1st.

13. B. Discharge Procedure

14. The cause of discharge of an Association member
15. by the Board of Trustees shall be for the following reasons:
16. inefficiency, incapacity, conduct unbecoming to an admini-
17. strator or other just cause.

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1. ARTICLE 7 - PROFESSIONAL COMPENSATION

2. A. Salary Payment

3. The salary of each Association member shall be
4. paid in twenty-six (26) equal payments.

5. B. Summer and Evening Session Salaries

6. The payment for teaching in the summer and during
7. the evening session shall be made at the rate that the
8. faculty receives per credit hour.

9. C. Overload and Part-time Compensation

10. Payment for counseling overload shall be made
11. at the same rate that the faculty receives.

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1. ARTICLE 8 - EVALUATION

2. A. Purpose

3. The purpose of this evaluation is to develop the
4. potentials of all association members and to provide reasonable
5. criteria for granting promotion and/or re-appointment.

6. B. Frequency

7. 1. All Association members shall be formally
8. evaluated at least once annually during their employment.

9. 2. Association members must be given notice of
10. the approximate time during which the administrative
11. evaluation shall take place.

12. C. Elements

13. 1. The evaluation procedure shall consist of an
14. administrative evaluation with the association member having
15. the option of adding evaluations from any or all of the
16. following:

- 17. a. Peer evaluation
- 18. b. Self-evaluation
- 19. c. Student evaluation

20. 2. All aspects of the formal evaluation procedure
21. shall be considered.

22. D. Criteria

23. The administrative, peer and self-evaluation
24. portions shall be based upon but not limited to the following
25. criteria: communications and inter-personal effectiveness,
26. departmental and/or institutional service, administrative
27. effectiveness, relevant community service and professional
28. development.

29. 1. Administrative evaluation

30. The Association member's immediate supervisor's

1. evaluation shall be part of the administrative evaluation.

2. 2. Student evaluation

3. Student evaluations of the association member shall be conducted by the immediate supervisor through a student opinion reporting system, jointly agreed upon by the association and the college administration.

7. 3. Peer evaluation

8. The peer evaluation shall be conducted by an evaluating committee jointly agreed upon by the association and the college administration. The evaluation committee shall prepare a written report based on the criteria set forth in Section D. The committee shall make specific suggestions for the improvement of the association members' effectiveness. Copies of the committee report shall be forwarded to the Association member's immediate supervisor and the Director of Employee Relations.

17. 4. Self-evaluation

18. The self-evaluation will be presented in writing to the Association member's immediate supervisor and shall be based upon the criteria set forth in Section D.

21. E. Evaluation Reports

22. 1. All evaluation reports will be in written form and available to the Association member at the formal evaluation conference with the appropriate supervisor.

25. 2. The Association member will sign the final evaluation signifying that it has been read and reviewed in consultation with the appropriate supervisor.

28. 3. At the formal evaluation conference with the appropriate supervisor, the Association member will be given a copy of the final evaluation report.

1. 4. All evaluation reports will be maintained in
2. the Association member's official personnel file maintained
3. in the office of the Director of Employee Relations.
4. 5. The Association member may append to his or
5. her formal evaluation report written comments pertinent to
6. the evaluation.
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ARTICLE 9 - MISCELLANEOUS

2.

A. Copies of this Agreement shall be reproduced by the Board and distributed to all Association members now employed or hereafter employed by the Board for the duration of this Agreement.

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B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

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C. Except as this Agreement shall hereinafter provide, all terms and conditions of employment applicable on the effective date of this Agreement as established and in force on said date shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted or applied so as to eliminate, reduce or otherwise detract from any benefits existing prior to the effective date of this Agreement.

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D. This Agreement shall be subject to ratification by the members of the Association and by the members of the Board of Trustees.

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1. ARTICLE 10 - DURATION OF AGREEMENT
2. This agreement including its appendices shall be effective
3. as of July 1, 1981, and shall continue in effect until
4. June 30, 1984. This Agreement shall not be extended
5. orally and it is expressly understood that it shall expire
6. on the date indicated.

CAMDEN COUNTY COLLEGE
BOARD OF TRUSTEES

BY: Gabriel E. Dauch
BY: Henry Bense
BY: Carolyn M. Grabash
BY: David J. Malone
BY: _____

DATE SIGNED:

October 6, 1981

CAMDEN COUNTY COLLEGE
ASSOCIATION OF
ADMINISTRATIVE PERSONNEL

BY: David J. Malone
BY: Michael Mlynarik
BY: John Leto
BY: Bernard Carlson
BY: Thomas D. Parker
Joseph M. Williams

DATE SIGNED:

10/6/81

1. APPENDIX I

2. The Association fully accepts the statements on academic
3. freedom and professional ethics as they are reproduced in
4. the 1969 Board-Faculty Agreement. Also the Association
5. requests that the following points which derive from the
6. intent of these statements be adopted:

7. 1. An Association member's first responsibility is
8. to the proper conduct of his/her office and the professional
9. execution of his/her duties.

10. To achieve balance in professional evaluation,
11. members of the Association will create and execute a process
12. of self-evaluation.

13. 2. An Association member's actions and the quality of
14. his/her work may be evaluated by designated administrative
15. representative, i.e., by that officer who understands the
16. overall needs and interests of the college and the Associa-
17. tion member's immediate supervisor.

18. 3. An Association member has a responsibility to make
19. himself/herself and his/her services available to students.
20. Their academic, social and personal growth is his/her aim.

21. 4. The Association members retain a shared responsi-
22. bility for the governance of the college together with the
23. Trustees, President, Faculty and students.

24. 5. The President should be the sole official channel
25. of communication between the professional staff and the
26. Trustees. Whatever mechanisms are used to get the benefit
27. of faculty and Association member thought on such matters
28. as basic curricular decisions, the budget, and conditions
29. of employment, sound administrative practice allows neither
30. side to bypass the Chief Executive Officer. As long as the

1. Trustees retain a President in office, their only possible
2. way to obtain good administration is to work with and
3. through him.

4. APPENDIX II

5. Whenever full or part-time administrative or supervisory
6. openings or vacancies occur during the year in the college
7. administration, notice of such position(s) shall be posted
8. and distributed to all Association members to provide
9. appropriate and reasonable opportunity to apply for the
10. position(s). Such posting notice shall include the deadline
11. date for application. Upon request to the Director of
12. Employee Relations, prospective applicants shall be given a
13. copy of the job description which will include responsibilities,
14. qualifications and salary offered.

15. In addition, a committee of the members of the
16. Association shall be elected to have the privilege of
17. recommending to the President prospective applicants for any
18. administrative and faculty openings or vacancies which may
19. occur during the year.

20. APPENDIX III

21. The President of the College shall meet once a month
22. with the President or his designee of the Association to
23. discuss and review matters of common concern.

24. APPENDIX IV

25. Deans and/or Supervisors shall be encouraged to place
26. in the personnel file of each Association member information
27. of a positive nature indicating special competencies,
28. achievements, performances, or contributions of academic,
29. professional, or civic nature. Any such materials received
30. from outside, competent, responsible sources shall also be

1. included in the file.

2. Personnel Files

3. Those who supervise the work of Association members
4. shall be encouraged to place in the personnel file of each
5. Association member information of a positive nature
6. indicating special competencies, achievements, performances,
7. or contributions of an academic, professional, or civic
8. nature.

9. One personnel file for each Association member shall
10. be maintained in the office of the Director of Employee
11. Relations. An Association member may inspect his/her file
12. upon request.

13. No material derogatory to an Association member's
14. conduct, service, character, or personality shall be placed
15. in the personnel file of the Association member unless that
16. Association member has had an opportunity to read such
17. material. The Association member shall acknowledge that
18. he/she has read such material by affixing his/her signature
19. to it. Be it understood that such signature merely signifies
20. that he/she has read the material in question and that it
21. indicates neither approval or rejection of its contents.

22. The Association member shall have the right to answer
23. in writing any material in his/her personnel file, and
24. his/her answer shall be attached to the file copy.

25. Anonymous material shall not be placed in an Association
26. member's file.

27. No material provided by a student or students, except
28. that generated by formal evaluation, shall be placed in an
29. Association member's file.

30. No item may be removed from an Association member's

1. file without his/her prior knowledge.
2. No other Association member will be able to examine another Association member's file unless prior written permission has been granted by the Association member.
3. An Association member shall have the right to be furnished with copies of any material in his/her file.
4. A duly appointed representative of NJEA may, at the Association member's request, accompany said person when he/she reviews his/her file.
5. The Board agrees to protect the confidentiality of the personnel files, personal references, academic credentials, and other similar documents. It shall not establish any separate personnel file which is not available for the Association member's inspection except for pre-employment interviews and references which shall not be part of the Association member's regular personnel file but shall be kept in a separate locked file.
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APPENDIX V - GRIEVANCE PROCEDURE FORM

NAME _____

DATE _____

NATURE OF GRIEVANCE: _____

DATE RECEIVED BY ASSOCIATION: _____

ACTION TAKEN: _____

FINAL DISPOSITION: _____

DATE: _____

Signature of Grievant

Signature of Association

(All forms are to be completed so that copies are available to all parties concerned at each step of the procedure)

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APPENDIX VI - COMPENSATION

2.

A. Salary adjustment per unit member shall be adjusted by 9% for 1981-82. For 1982-83 such salary shall again be adjusted upward by 9% new money salary per unit member less \$250 salary compensation per unit member to be used for improved health care insurance. For the third year of the new agreement individual salaries shall be adjusted by an additional 8% new money and the elective insurance mentioned heretofore shall be increased in the third year to reflect complete family coverage, at college expense.

12.

B. The Board of Trustees upon the recommendation of the College President may grant special recognition to any member of the Association or Administrative personnel who has made a significant contribution to the College. Said Administrative member may upon the recommendation of the President to the Board of Trustees receive a special salary adjustment in addition to the amount negotiated in this contract.

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